

Milwaukee County Clerk of Circuit Courts

Jury Services Division

Jury Services provides the circuit courts with jurors for trials on children's, civil, criminal, family and traffic cases. It maintains a state-of-the-art computer system utilizing a list of eligible jurors randomly selected from the Wisconsin Department of Transportation drivers list.

Juror records are open to the public unless specifically sealed by an order of the court.

LOCATION: Milwaukee County Courthouse, Room 106, 901 N. 9th Street, Milwaukee, WI 53233.
Phone: 414-278-4468 Fax: 414-223-1819

JURY SERVICE INFORMATION

Availability If you cannot serve on the dates specified and need to postpone your jury service, see the bottom of the jury summons to change your dates of service, or please see the receptionist immediately if you have reported. If you serve the first day, you are expected to complete your service.

If any of the following apply to you at this time, please see inform us:

- You are no longer a Milwaukee County resident** (proof of new address will be required)
- You are on probation or parole for a felony** (case number will be needed)
- You are not a US Citizen** (country of citizenship must be provided)
- You are not 18 years of age or older.**

Attendance Please check in when you arrive and when returning from court. We cannot pay jurors who do not report as specified above. Once assigned to a court panel, jurors report directly to the courtroom where the trial is being held. Your attendance will be taken there.

Illness of Emergency Jurors in the Pool: If you are unable to report for duty, please call 278-4469 shortly after 8:00am. If you are unable to complete your service, you will be rescheduled, with no credit or pay for the first day.

Jurors Assigned to a Court Panel: Please call 278-4469 shortly after 8:00am. You will be transferred to the courtroom to which you are assigned, as you must report directly to the judge. Please keep in mind that once you are sworn on a panel, the case CANNOT PROCEED without all jurors present.

Juror Pay You will be paid \$8 for each morning (8:30 a.m.-12:30 p.m.) and \$8 for each afternoon (from 12:30 p.m. on) that you are present, plus a travel allowance of \$3 per day. Your check will be mailed to your home about 14 days after the end of your service. No deductions are made from your check for any purpose, as we do not furnish a W-2 Form at the end of the year.

Breaks Periodic 10 minute breaks will be announced. Please do not leave the Jury Assembly Area except on announced breaks. Please return on time, as jury panels are sent to court throughout the day.

Smoking is only allowed in the smoking area of the Cafeteria on the ground floor of the Courthouse and outside the Courthouse.

Parking There is no free juror parking available due to the construction project on the Marquette Interchange Project. Bus tickets will be provided to jurors.

Juror Badge You are required to wear, in a visible location, your badge at all times while in any of the Courthouse complex buildings. Please remember to return your badge at the end of your service.

Lunch Breaks You are released for lunch by either the Jury Services staff or the judge. There is a snack stand in the Jury Assembly Area that sells sandwiches, snacks and sodas. The Courthouse Cafe is located on the ground floor of the Courthouse and offers hot lunch, deli sandwiches, a salad bar, a grill and desserts. There is a listing of area restaurants on the bulletin board posted next to the ladies restroom in the Jury Assembly Area. During your lunch break, your juror badge will gain you free admission to the Milwaukee Public Museum located next to the Courthouse.

Amenities The following are located in the Jury Assembly Area for your convenience and use: Coffee, tea, hot chocolate, soft drinks, U.S. Postal Mailbox, fax, pay phones, snack stand, change machine, microwave oven, refrigerators, vending machines.

Reporting Instructions When you are released for the day, you will be instructed by either the Jury Services staff or the judge when and where to report the next day. If you are reporting to a court, you do not need to return to the Jury Assembly Area for your attendance to be taken. Your normal reporting time will be 8:30 a.m., unless instructed differently.

Employer Form Letter The Jury Services staff will provide a form letter for your employer showing the days served and amount of pay you received as a juror. These form letters are distributed at the end of your service. We do mail these letters directly to employers.